



Volunteer Onboarding Packet



Volunteer Opportunities



Thrift Store

Funds from store sales support the Food Pantry, residents with emergency needs, scholarships for childcare, and many other much-needed projects. Shifts are 1.5 – 2 hours, usually cashiering and straightening items. We can accommodate volunteers on weekly or monthly schedules.

415-663-9227

thriftstore@westmarincs.org

Food Pantry

The Food Pantry, open five days a week, is a vital resource for our community. We receive a large food delivery on Thursday mornings and are always looking for volunteers who can lift boxes and help with food sorting during these deliveries.

415-663-8361

info@westmarincs.org

Abriendo Caminos (Finding our Path)

Through this Latino engagement program, we function as a bridge between the immigrant population and the larger community. We welcome volunteers to provide food, set up, and clean up for trainings or join the Rapid Response Team to support immigrants subject to ICE.

415-663-8361

abriendo.caminos@westmarincs.org

Youth Program

Love sports? Tutoring? Cooking? Art? Biking? Technology? Youth are eager to learn and interact with the community. Whether you come every week, or just drop in to play sports occasionally, your presence is important! In the summer, the Waterdogs Swim Program is always looking for Red Cross certified swim instructors and lifeguards.

415-663-8418

youth.program@westmarincs.org

Holiday Food and Gift Program

Every holiday season we provide food and gifts to low-income families in partnership with Point Reyes Books, the California Highway Patrol, and the Dance Palace Community Center. Volunteers help with sorting toys, packing food boxes, and distributing gifts.

415-663-8361

info@westmarincs.org



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

 **Volunteer Contact Information**

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First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

I am interested in volunteering for the following:

- Thrift Store – 11431 Hwy 1, Point Reyes Station
- Food Pantry – 11431 Hwy 1, Point Reyes Station
- Youth Program – Point Reyes or Tomales Teen Center
- Office Assistant – 11431 or 11445 Hwy 1, Point Reyes Station
- Abriendo Caminos – various locations
- Waterdogs – Heart’s Desire Beach at Tomales Bay State Park
- Event: _____
- Other: _____

I authorize West Marin Community Services (WMCS) to contact me via text message, phone call or via email for proper communication from WMCS personnel.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

 **Emergency Contact Info.**

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Emergency contact must be parent/guardian if the volunteer is under 18 years old.

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Relationship _____

 **Photo Release**

I authorize West Marin Community Services (WMCS) to release photos and videos of me and my name that relates to my service as a volunteer for WMCS.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Volunteer Driver Waiver Form

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West Marin Community Services (WMCS) does not provide automobile insurance coverage for volunteers who drive their personal vehicles in connection with agency business or activities. Volunteers must provide proof of current automobile liability insurance for their personal vehicles. All volunteers must have their driver's license with them at all times while driving on agency business or activities.

The volunteer's personal automobile insurance will be Primary and WMCS's insurance will be excess in resolving third party liability claims associated with any accident that takes place while the volunteer is driving personal vehicles on agency business or activities.

The volunteer must provide a valid driver's license and automobile insurance to be copied into WMCS records. **Minors cannot drive on behalf of WMCS.**

By signing below, you are indicating that you have read, understood, and will abide by WMCS's policy regarding volunteer drivers.

Yes, I plan on driving on behalf of WMCS.

No, I am a minor or I do not plan on driving on behalf of WMCS.

Volunteer Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Anti-Harassment and Confidentiality Policies and Agreement

Anti-Harassment

West Marin Community Services is committed to providing a work environment free of disrespectful conduct as well as harassment based on pregnancy, childbirth, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other protected basis.

Confidentiality

All volunteers are responsible for safeguarding confidential information obtained during service, such as the identity of clients.

Confidential information is defined as any information found in a client's written records, revealed in verbal meetings or discussion, or witnessed in anyway.

Volunteers may not discuss a client's information with non-WMCS employees with the exception of the following:

- If the client has given permission for his/her case to be discussed with others, such as family members, volunteer may do so.
- If the client is threatening, basic information may be shared with law enforcement.
- Other exceptions may be made in consultation with the Executive Director for the welfare or safety of the client.

Volunteers are to be aware at all times that conversations regarding clients are not to be overheard by others and take appropriate steps to ensure this confidentiality.

I have received a copy of, read, understand, and agree to uphold this written policy on matters of confidential information.

I recognize that this signed document of my agreement to uphold the provisions of this policy will be kept on file.

Volunteer Name (printed): _____

Volunteer Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____



Volunteer Certification and Agreement

I certify that the above information is true and complete. I understand that I will not receive any compensation or salary, or any health or retirement benefits, or workers' compensation insurance coverage during my time volunteering for West Marin Community Services (WMCS).

I agree to waive all claims against WMCS and hold WMCS, its employees, contractors, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity. I release all parties and persons from any and all liability for any damages that may result from volunteering with WMCS. I understand that any misrepresentation, falsification or material omission of information on this application may result in my inability to volunteer.

Volunteer Name (printed)

Volunteer Signature

Date

Parent/Guardian Signature

Date

Program Manager Name (printed)

Program Manager Signature

Date